

2011  
**Play to Win**  
**Richmond Refinery**  
meet or beat the plan



**Loss Prevention Week and  
Q1 Proactive Announcement**

January 17, 2011

To: Richmond Refinery Chevron Employees and Contract Partners

During the week of January 24, the Refinery will kick off our first quarter proactive event with Loss Prevention Week. During Loss Prevention Week we will discuss how each of us will contribute to Richmond's IIF vision and we'll also have an opportunity to share basic information about Richmond's Operation Discipline program.

Loss Prevention Week Activities:

1/26 – Wednesday morning/ shift change: "TEAM RICHMOND REFINERY" postcard and IIF Vision.

1/26 – Wednesday morning: **All work groups except Operations** \*with IIF Champions

Supervisor Led Discussion Topic: Using the morning's handout and prior preparation – discuss the IIF vision, and the need for everyone to be involved and committed to the challenge.

1/27 – Thursday am/pm crew: **Operations** Discussion Topic (same as above) \*with IIF Champion

1/28 – Friday am/ pm crews: **Operations** Discussion Topic (same as above) \*with IIF Champion

*\*Limited numbers of IIF Champions will be available to attend O&M work group/ crew level meetings in support of 1<sup>st</sup> line Supervisor Discussion Topics. Request assistance by [emailing the IIFLT](#).*

Q1 Proactive Event Outline:

- January 24 - **Loss Prevention Week** - IIF Vision and Personal Commitment to IIF
- January 31 – **Near Loss Reporting** - Review and Discuss the Near Loss Reporting Video.
- February 7 – **Root Cause Analysis (RCA)** Discuss components of effective RCA and 5 Why
- February 14 – **Operational Discipline (OD)**: the philosophy and Richmond's OD Plan
- February 21 – **OD Focus Area 1: LOTO** discussion. What does good look like? How will we be able to monitor our completion of LOTO.
- February 28 – **OD Focus Area 2: Procedures** discussion. Differentiate between Procedures, Job Aides, discuss the tie to tenet 4 and review procedures used in your area.
- March 7 – **Stopping Unsafe Work**. The Five steps of Stop/ Pause Work Authority and our obligations.
- March 14 - **Keeping LPSA fresh** and improving **situational Hazard ID** in the field.

Please direct any questions or comments regarding our Loss Prevention Week and first quarter proactive event to the [IIF LT email](#).

- Incident and Injury Free Leadership Team

[Richmond Incident and Injury Free Webpage](#)